

How to download and import an Excel document into the Outlook Calendar

To download and install the Academic Affairs Calendars 2006-07

1. Visit <http://www.cofc.edu/academicaffairs/index.html>.
2. Click on the link to download the calendar. Downloadable calendars are available for:
 - a. Provost's Discretionary Funds
 - b. Tenure & Promotion and Third-Year Review
 - c. Spring Third-Year review
 - d. Post-Tenure review
 - e. Sabbatical Leave (Coming soon)
3. From the File Download dialog box; Choose "Save" to save the Excel document.
4. In the Save As dialog box, Select a Save In location and click Save.
5. Open the Outlook Calendar.
6. Choose File/Import and Export...
7. Choose Import from another program or file. Click Next.
8. Choose Microsoft Excel as the file type to import from. Click Next.
9. Use the Browse button to navigate to the Excel document you saved in Step 3.
10. Make sure that "Allow duplicates to be made" is checked. Click Next.
11. Choose Calendar as the save location.
12. Click finish.